

INSTRUCTIONHomebound Instruction**A. Overview**

Homebound Instruction is designed to provide continuity of educational services between the school classroom and the home setting for students whose medical needs, both physical and emotional, pre-empt school attendance. Essentially, for students who qualify for Homebound Instruction, the division will provide instruction in the student's home by a qualified teacher. Homebound services are available to all students but the need for such services for disabled students must be reviewed and determined by a school's IEP committee, in keeping with the concept of least-restrictive environment. In some cases, Homebound Instruction will take place in an instructional or hospital setting.

B. Guidelines

1. Length: Homebound Instruction is temporary. The goal of Homebound services is to facilitate the student's return to the current classroom setting. While no specific number of days can be set due to the many complex variations in each case, the "temporary" requirement is based on the idea that instruction should take place in the school setting to the fullest extent possible.
2. Coordination: Coordination of Homebound Instruction is done through the office of the division's Director of Alternative Education. In the case of Homebound Instruction involving a disabled student, homebound services will be coordinated with the office of the Director of Special Education for assistance in amending an IEP.
3. Initiation of Services: Homebound Instruction should begin as soon as possible but no later than five (5) administrative working days upon receipt of homebound form, #HB-1, "Homebound Instruction, Health Form", which is to be submitted to the division's Director of Alternative Education or the director's designee.

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3. Initiation of Services (continued)

Any student illness which prevents regular school attendance for only 1-2 weeks is best handled at the school level rather than the division-level Homebound Instructional office.

4. Hours of Instruction: Elementary school students will receive five hours of instruction a week. Secondary school students will receive two and one-half hours of instruction per subject, per week, for a weekly total of up to a ten hour maximum for four basic academic subjects. Additional subjects and hours may be arranged through each school on an independent study basis; however, those subjects will not be coordinated as or paid for as Homebound Instruction.
5. Review of Services: The approval of continuation of Homebound Instruction will be reviewed after 9 weeks of services. The end of Homebound Instruction will be medically based using homebound form, #HB-5, "Medical Review Form", which requires the signature of a physician or licensed clinical psychologist to continue or end these services.

C. Student Eligibility

1. Temporarily, Physically, or Emotionally Disabled Students

- a. A school-aged child (ages 5-20, grades K-12) who, for physical or emotional reasons as certified below, is temporarily unable to attend the school in which he or she is enrolled, is eligible for homebound services.
- b. The initial request for Homebound Instruction is made by a student and/or the

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1. Temporarily, Physically, or Emotionally Disabled Students (continued)

student's parent(s) or guardian(s) to either a school's principal, the principal's designee, or directly to the homebound coordinator of the division's Alternative Education Program, using homebound form #HB-1 (which is available in each school's office).

- c. The #HB-1 form, signed by a physician or licensed clinical psychologist, is to be returned to the school and forwarded to the division's Alternative Education Program Center, where the student's eligibility for Homebound Instruction will be determined.
- d. The Director of Alternative Education, or the director's designee, will approve Homebound Instruction status and notify the student's base school using homebound form #HB-2, "Homebound Notification Form".
- e. The Homebound Instruction will be arranged using either the student's regular teacher or by an approved, certified homebound teacher. Homebound forms, #HB-3, #HB-4, and #HB-6 will be the notification forms.
- f. Coordination of the end-of-homebound services with the student and the base school will take place upon the physician's approval (using homebound form #HB-7, "End of Services Notification").

2. Disabled Students

- a. If a student previously has been determined to be disabled, that student's IEP should be changed to reflect the delivery of homebound services to meet the specific temporary

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2. Disabled Students (continued)

need. Homebound Instruction for a disabled student will take place only when stipulated in the student's IEP as in accordance with the requirements of the least restrictive environment.

- b. The initial request for Homebound Instruction for disabled students is made by the parent through the school using form #HB-1.
- c. All other homebound forms (#HB-2 through #HB-7) have a special form for disabled students (SPED #HB-2 through SPED #HB-7). This series of forms includes an IEP section which must be completed.
- d. Instruction, continuation, and end of Homebound Instruction are then determined using the previously stated guidelines.

3. Dangerous students with disabilities on homebound instruction.

- a. Homebound instruction may be provided at a site other than in the home if the student is viewed as dangerous. The IEP will address any special requirements needed in this situation.
- b. If homebound services are found by the IEP committee to be inappropriate in any setting because of the student's behavior, the school division shall consider initiating a due process hearing, initiating an expedited hearing, or seeking injunctive relief in order to receive approval for the placement specified by the IEP team if the parent refuses to consent.

INSTRUCTIONHomebound Instruction (continued)C. Student Eligibility (continued)

3. Dangerous students with disabilities on homebound instruction. (continued)

- c. Compensatory education will be provided if determined by the IEP team to be needed when there is a lapse in homebound services because the student is too dangerous to be served.

4. Additional considerations for students on homebound instruction:

- a. Parent/guardian cooperation is needed in order to provide consistent homebound services. Consideration will be given to suspension of these services due to the following actions by the parents or guardians:
 - (1) failure to provide adult supervision;
 - (2) student or parent threats or inappropriate actions toward the instructor;
 - (3) lack of a safe or healthful condition in the home;
 - (4) lack of regular participation in the homebound instruction.
 - (a) No homebound instruction will be suspended or terminated without affording appropriate procedures. For students with disabilities, any termination of service must be accomplished through consideration of the requirements of Section 3 above.

INSTRUCTIONHomebound Instruction (continued)**D. Teachers for Homebound**

1. The homebound student's regular teacher(s) will be given preference as the student's Homebound Instruction. Or, arrangements for a qualified homebound instructor will be made through the office of the Director of Alternative Education.
2. All homebound teachers must either hold a Virginia Teacher Certificate or be determined eligible for a certificate in the case of regular employment. Homebound teachers will be supervised and placed through the office of the Director of Alternative Education.
3. Homebound teachers should have a broad background of training and be able to adjust to varied home situations for instruction.
4. A student's assignments will be provided to the homebound teacher from each student's regular teacher. The regular teachers may have to meet periodically with the homebound teacher for the purposes of assessing and reviewing student progress. Coordination of this service will be through each school's guidance office and the office of the Director of Alternative Education.
5. All homebound teachers will complete a homebound teacher's payroll log form due to the office of the Director of Alternative Education by the 11th day of each month covering homebound hours through the end of the previous month.

E. Records and Credits

1. For attendance purposes, the student receiving Homebound Instruction will be carried in the register of his/her regular school class provided he/she is receiving five (5) hours of home instruction per week.

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2. Such credit as the homebound student may earn will be considered part of his/her school work and recorded in his/her cumulative record.

F. Homebound Services for Hospitalized Students

1. If a student is temporarily hospitalized for either physical or emotional care, that student may be entitled to homebound services.
2. A student hospitalized in a hospital or instruction with an established, accredited educational program will receive educational services from that institution. The student's school and regular teacher may provide some initial assignments and textbooks—since the situation is temporary. The student will be dropped from his or her regular school rolls when entered on the hospital's program rolls.
3. If a student is temporarily placed, by either the county's Department of Social Services or the School Division's Special Education Department, in any hospital or institution that does not have an accredited, staffed, on-site educational program, but that does have teaching staff available for student instruction, the school division may pay for that instruction as Homebound Instruction. The student will be carried on the register of his or her regular school.
4. If a student is temporarily placed in a hospital or institution by his or her family, the school division will not assume direct coordination or financial responsibility for the student's instruction. However, the guidance office of the institutionalized student may coordinate assignments and work between the students regular teacher(s) and the institution's staff. In such cases, the student will be dropped from the register of his or her regular school

INSTRUCTIONHomebound Instruction (continued)F. Homebound Services for Hospitalized Students
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5. In the cases when the school division is directly responsible for the out-of-school education of a student in a hospital or institution, the student's parent(s) or guardian(s) will request Homebound Instruction using Homebound Form #HB-1, with a physician or licensed psychologist signing the form requesting Homebound Instruction and sending the form to the division's Office of Alternative Education. After that office's approval of the service, the hospital or institution will submit invoices for payment to the Office of Alternative Education. All payments are limited to our daily rate for Homebound Instruction. The student will be carried on the register of his or her regular school.
6. If a student is temporarily placed in a hospital or institution by his or her family with all services paid for by another source—such as an insurance company—the base school may continue to coordinate assignments with the hospital. The student will be placed on homebound status at the base school and continued to be carried on the register of his or her regular school.

G. Instructional Schedule and Parental Guidelines

1. The schedule of Homebound Instruction will be worked out after the assigned homebound teacher contacts the student and/or student's parent(s) or guardian(s).
2. The parent(s)/guardian(s)—not the student—will sign that homebound teacher's hourly time log certifying that instruction took place.
3. Parents are asked to:
 - a. Provide an environment conducive to learning;

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(continued)

- b. Ensure that a responsible adult is available in the home when the homebound teacher is scheduled to be present;
- c. Keep all appointments with the homebound teacher as arranged;
- d. Make every effort to keep up with Assignments; and
- e. Advise the homebound teacher of any changes in a student's status (medical or otherwise).

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